

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 18, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT:** Marsik, Greshay, Hilbert, Schmidt and Kuehl

**MEMBERS EXCUSED:** None

**ALSO PRESENT:** James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Sheriff Dale Schmidt; Ed Somers, Administrator/Executive Director Clearview; Justin Reynolds, IT Director; David Ehlinger, Finance Director; Karen Gibson, County Clerk.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the regular and closed session meetings of August 4, 2020. Second by Greshay. Motion carried without negative vote.

Mielke presented and requested feedback of a proposed, revised draft to the Recruitment of a Department Head Administrative policy. Committee members offered suggested revisions to the policy. Mielke stated he would bring back a final draft incorporating Committee feedback for consideration at the next Committee meeting.

Hinze reviewed with the Committee options recommended by McGrath Human Resources Group (McGrath) regarding an appeal process for grade placement of the positions in the compensation plan recommended by McGrath. There was discussion regarding the appeal process.

Motion by Greshay to allow an appeal process of only grade placement and job title, as recommended by McGrath Human Resources Group with the appeal process to occur just prior to implementation of the recommended Compensation Plan in accordance to a timeline established with McGrath Human Resources Group. Second by Hilbert. Motion carried without negative vote.

Hinze recommended an update to the 12-Hour Shift Policy to include the Communications division. Sheriff Schmidt provided insight on the justification for switching to 12-hour shifts in the Communications division including staff coverage and fiscal impact.

Motion by Schmidt to approve the 12-Hour Shift Policy for the Sheriff's Office as presented. Second by Greshay. Motion carried without negative vote.

Hinze reviewed the employer-sponsored Health Savings Account (HSA) offered to employees through Employee Benefits Corporation (EBC) including the administrative fees incurred by the County. There was discussion regarding the HSA offered through EBC. After discussion by Committee members, Hinze will research additional information with M3 for future discussion.

The Committee reviewed the Personnel Requisition. Mielke recommended approval of these requests.

One (1) Chief Deputy County Clerk  
One (1) Patrol Deputy

County Clerk  
Sheriff's Office

One (1) Communications Sergeant - Relief

Sheriff's Office

Motion by Schmidt to approve all the Personnel Requisitions except the Communications Sergeant requisition as presented. Second by Greshay. Motion carried without negative vote.

Motion by Schmidt to approve Communications Sergeant requisition pending approval of the County Board resolution. Second by Hilbert. Motion carried without negative vote.

There were no Leave of Absence Requests to consider.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASES – UNION: Dylan Ott, Deputy Patrol, Sheriff's Office, \$31.05, SSU04, 2M06, 07/02/2020; Cameron Vorhies, Deputy Patrol, Sheriff's Office, \$31.05, SSU04, 2M06, 07/02/2020; Kevin Jansen, Deputy Patrol, Sheriff's Office, \$31.05, SSU04, 2M06, 07/02/2020; Bradley Kulibert, Deputy Patrol, Sheriff's Office, \$31.94, SSU04, 4M30, 07/03/2020; Kasey Young, Deputy Patrol, Sheriff's Office, \$32.90, SSU04, 5M42, 07/09/2020; NEW HIRE: Lori Baumgartner, Account Clerk III, Human Services, \$19.15, DC04, ST01, 08/17/2020; Maisie Floyd, Clinician IV Outpatient, Human Services, \$30.23, DC09, ST01, 09/01/2020; Felicia Faust, Account Clerk II, Human Services, \$16.95, DC03, ST01, 08/24/2020; Terra Mattheis, Child Support Director, Child Support, \$34.64, DC11, ST01, 08/06/2020. NEW HIRE – PART TIME: Stephan Hannan, Bailiff, Circuit Court, \$15.00, MSC26, ST01, 08/10/2020. RE-HIRE LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. RECLASSIFICATION: None. PROMOTION: Erin Falcon, Economic Support Specialist – Lead, Human Services, \$25.54, DC06, ST04, 08/06/2020; Catherine Schultz, Economic Support Specialist – Lead, Human Services, \$25.49, DC06, ST04, 08/06/2020.

The Committee reviewed the Orientation Period Reports as presented.

**HR Director's Report:**

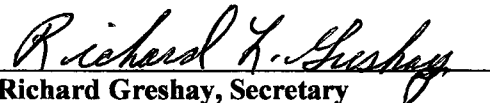
- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: No report.

Hinze indicated there was no reason to enter into closed session.

Future Agenda Items: Negotiations, 2021 Human Resources Budget Update, Department Head Recruitment Policy, Health Savings Account with EBC, Update on recruitment process for Chief Deputy County Clerk.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, September 1, 2020 at 9:00 a.m. and Tuesday, September 15, 2020 at 9:00 a.m.** and which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:11 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.